



**2012 – 2013
ARIZONA HIGHLY QUALIFIED ATTESTATION
CHECKLIST FOR PRINCIPALS**

LEA		Principal Name	
School		Grade Levels	
Date School Began		Due Date of Signed Attestation	

*****Reminder: All core content teachers must be highly qualified (regardless of whether a school receives Title I funding).*****

Within the first 4 weeks of school the following should be completed:

- ☐ Download all current year Highly Qualified Attestation documents. The attestation booklet can be found on both the Home Page for the Highly Qualified Teacher Application (through the Common Log-On) or through the ADE website.
<http://www.ade.az.gov/asd/hqtp/>
- ☐ Make copies of the appropriate Highly Qualified Attestation form(s) for each core academic teacher.
 - a. Elementary
 - b. Middle, Junior High, High School, Visual Arts & Music
 - c. Special Education
 - d. Reading Specialist (Interventionist) K-12th Grades
 - e. Math Interventionist K-8th Grades
 - f. Structured English Immersion
 - g. Local Education Agencies Eligible for the Rural Education Achievement Program (REAP) 7-12th grades
 - h. Career and Technical Education (CTE)

Core Academic Subject Areas:

- a. Economics
 - b. Elementary Education
 - c. English
 - d. Foreign Language
 - e. Geography
 - f. History
 - g. Mathematics
 - h. Middle Grades General Science
 - i. Middle Grades Language Arts/Reading
 - j. Middle Grades Mathematics
 - k. Middle Grades Social Studies
 - l. Music
 - m. Political Science/Government
 - n. Science (including Biology, Chemistry, Earth Science, General Science, Integrated Science, Physical Science and Physics)
 - o. Visual Arts
- ☐ Have teachers complete the appropriate attestation form(s) and provide documentation which verifies their highly qualified status.
- ☐ Review all teacher attestations and verify the documentation (attach appropriate documentation to each form). Teachers should be provided with a copy of their completed attestation form.
- ☐ Complete and sign the **Principal Verification of Compliance** form (retain one copy and submit one copy to the LEA office).
- ☐ All attestations and supporting documentation are to be kept on file for easy access. Files may be stored at the school site or at a central district location. Attestations and supporting documentation should be maintained for 5 years.
- ☐ All highly qualified teacher data must be entered on the Highly Qualified Teacher Application, accessed through the Common Log-On, no later than October 1st, 2012.